

Quality Partnership
Between the
United States Coast Guard
And
Spill Control Association of America
And
Association of Petroleum Industry Cooperative Managers:

Partnership Action Team Charter

Background and Purpose

Mr. David Usher, President, Spill Control Association of America (SCAA), Mr. Gene Johnson, Association of Petroleum Industry Cooperative Managers (APICOM), and RADM Robert C. North, Assistant Commandant for Marine Safety and Environmental Protection (G-M), have entered into a Quality Partnership Agreement. The purpose of this partnership is to strengthen the communication and working relationship between the Coast Guard and the spill response community. Its objectives, for the USCG, SCAA, and APICOM are to improve the effectiveness of spill response and to further sound risk management among/between private and governmental organizations.

The agreement called for the formation of a Partnership Action Team (PAT) to serve as the management body for the efforts performed under the auspices of the partnership. The PAT is to be comprised of USCG, SCAA, and APICOM representatives to review and act on Opportunities For Improvement (OFIs) received from members of the spill response community, SCAA, APICOM, and USCG personnel. The PAT will identify those OFIs that are candidates for cooperative Coast Guard/SCAA/APICOM attention and then establish OFI Work Groups (OWGs) to develop ways of correcting the problem or improve the process identified in the OFI.

The PAT will oversee the USCG/SCAA/APICOM quality partnership, providing the institutional leadership necessary to ensure that the partnership is implemented successfully. To accomplish these things, the PAT will:

1. Provide overall coordination and support to the USCG/SCAA/APICOM partnership, at the national, regional, and local levels. Ensure that specific actions taken under the auspices of the partnership are consistent with the objectives of the Quality Partnership Agreement;
2. Promote the partnership at all levels of the USCG, SCAA, and APICOM organizational structures. Foster the high-level organizational commitment and attention to detail at the

working level needed to ensure the successful implementation and evolution of the partnership; and,

3. Serve as the managing forum for high-level industry-USCG dialogue and discussion, providing a communications channel between the USCG, SCAA, and APICOM leadership necessary to facilitate cooperation and avoid problems and misunderstandings caused by the absence of such communication.

Functions: OWGs and the PAT

The PAT will review the work of the OWGs to ensure that all necessary steps have taken place, that proposed solutions and quality improvements are supported by the underlying analysis, and that the proposed implementation plan is complete and understandable. Having validated the OWGs work, the PAT will endorse the results and communicate proposed improvements to the target audience.

The specific functions of the PAT will include, but not be limited to, the following activities:

- a. Review proposed OFIs and identify those issues warranting the establishment of an OWG;
- b. Review the results of the OWG work product for completeness, viability, and implications for other USCG/SCAA/APICOM activities;
- c. Communicate, disseminate, and oversee the implementation of PAT recommendations;
- d. Monitor the implementation of PAT-recommended improvements and oversee the measurement of quality results;
- e. Establish a mechanism for reporting on and recognizing outstanding PAT results; and,
- f. Conduct an annual assessment of the success of the partnership.

The OWGs will recommend improvements to operational spill response effectiveness and sound risk management. As stated in the Quality Partnership Agreement, the USCG/SCAA/APICOM OWGs will operate under the guidance of the PAT and conduct their work using a quality process to analyze the issues involved, including the following steps:

- a. Define the scope of the issue or process improvement needed (i.e., determine the baseline), utilizing statistical data, case studies, and other relevant information as available;
- b. Analyze the data and identify root causes of the problem;
- c. Identify solutions to the problem or improvements to the process based on analysis of available data/evidence;
- d. Identify the measures by which the success of proposed solutions will be evaluated and check the validity of the proposed solutions by measuring initial results;
- e. Refine proposed solutions as necessary; and,

- f. Develop an implementation plan, including identification of the target audience for the improvement, for submittal back to the PAT.

Procedural Issues

The PAT should consider the procedures and method of operation that will best enable the committee to complete its responsibilities as defined above.

Meeting Frequency – The PAT will meet at least two times a year, or more frequently as the team deems necessary. Meetings of the PAT will be held alternately between Washington, D.C., and a location of SCAA and APICOM's choice.

Staff Support – The PAT will establish a support cadre, consisting of a designated point of contact on each of the USCG, SCAA, and APICOM staffs, to facilitate the PAT work and to coordinate support for the functions outlined above.

PAT Members -- Each member organization will designate a maximum of four members for representation on the PAT. The designated PAT members will represent their respective organizations in all matters of the PAT and as such be prepared to act with consensus on issues of procedure, OFI selection, and other matters regarding the actions of the PAT. Participation on the PAT may be altered or rotated in a manner mutually acceptable to SCAA, APICOM, and USCG participants.


EUGENE JOHNSON

On Behalf of the
Association of Petroleum
Industry Cooperative Managers

7/16/98
DATE


DAVID USHER

President
Spill Control Association of America

7-16-98
DATE


R. C. NORTH

Rear Admiral, U.S. Coast Guard
Assistant Commandant for Marine
Safety and Environmental Protection

7/20/98
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